

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, April 26, 2010**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, April 26, 2010** at the regular time of 7:06 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Brian Novak, Konnie Kuiper and Mark A. Herak were present. Councilor Dan Vassar was absent owing to work related travel. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Staff present: Randy Palmateer, NWI Building Trades Council; Melissa L. Binetti, Esq. of the Foundation for Fair Contracting; Dewey Pearman, Executive Director Construction Advancement Foundation of NWI; and Michael Pelz of Comprehensive Care Occupational Medicine Specialists were also present.

Robin Carlascio of Idea Factory and Editor of the Municipal Newsletter was also present.

General Substance of Matters Discussed

1. The Town Council listened as Michael Pelz of the Comprehensive Care Occupational Medicine Specialists, offered a presentation about the services of CCOM. He described his facility he described his facility as "a dedicated workers compensation and occupational medicine" facility. Mr. Pelz encouraged the Town Council to consider his services. Mr. Pelz also stated that CCOM offers savings for employers for these services. It was noted that all but life-threatening injuries that occur in the workplace would be directed CCOM.

It was determined to encourage Mr. Pelz to provide a cost comparison for follow-up and review with the Risk Safety Management Committee. Mr. Pelz was agreeable.

2. Mr. Palmateer and Ms. Binetti presented a recommended revision to an earlier suggested revised Responsible Bidder Ordinance for the Town Council's consideration. The Town Council has introduced but not finally acted upon Ordinance No.1446 which was an initially composed in response to the earlier recommendation by the Foundation for Fair Contracting. The ordinance was introduced and filed by Councilor Zemen at the December 14, 2009 meeting of the Town Council without further action. There were concerns raised about some of the suggested provisions in terms of state law and local policy. The raising of concerns served as a triggering event, bringing together the representatives of the Contractors Associations, the Construction Advancement Foundation, the Foundation for Fair Contracting and the Building Trade Council to review and modify the previous form ordinance that was recommended.

Mr. Pearman also spoke favorably on the revised ordinance. Mr. Pearman specifically spoke about the current version as having the following qualities: (1) Mr. Pearman believed that the current ordinance safeguard's the Town's interest; (2) Mr. Pearman suggested that the current ordinance did not present an undue burden with contractors; (3) Mr. Pearman expressed his belief that the ordinance maintains a competitive bidding environment.

It was noted that the current version of the responsible and responsive bidder form ordinance was modified with the NWI Contractors Association, the Construction Advancement Foundation, the NWI Building Trades Council and the Foundation for Fair Contracting working together.

Mr. Palmateer, Mr. Pearman, and Ms. Binetti departed at this time.

3. The Town Council discussed the request from Highland First Church of Nazarene request for modification of the trash Ordinance. It was discussed that the Public Works Director should be consulted regarding the request and the policy consequences. It was noted that while the letter was seeking a waiver from payment of a trash fee on the structure near the church, this was in fact not a waiver but a change in the current provisions of the Trash ordinance.
4. The Town Council discussed whether or not the Study Sessions of Memorial Day should be cancelled. It was suggested that this be cancelled. The Town Council President was authorized to cancel meetings provided they are not rescheduled, under the terms of Section 30.27 (C) of the Highland Municipal Code. The Town Council further discussed the study session of June 14. The Clerk-Treasurer noted that the annual conference and State Board of Accounts Training would be taking place at that time and the Deputy Clerk-Treasurer as well as the encumbering officer were scheduled to be away. The Clerk-Treasurer would return to memorialize the proceedings if the Council chose to meet, but it was requested that the meeting be either rescheduled or cancelled. The suggested dates of rescheduling were Thursday June 17 or Saturday June 19). It was suggested that the Town Council President cancel the June 14 meeting as well.
5. The Town Council discussed the merits of instituting a department head evaluation. It was noted that it had been conducted when the Town had a Town Manager and it was a preferable work practice. The discussion included consideration for seeking some form of worker survey or feedback instrument in order to allow workers to communicate with the Town Council regarding issues of concern. It was suggested that the City of Hammond may have engaged a consultant that surveyed a city department by individual worker interviews. It was suggested that Councilor Novak follow-up with the city to learn and report further details.
6. The Town Council reviewed the matters that were likely to appear on the Plenary Business Meeting Agenda of May 3, 2010. It was noted that the Meeting would be on the even of the Primary Election. It was suggested that the meeting be brief to the extent possible to accommodate Council members who may have responsibilities related to the Primary. The Town Council President noted this.
7. The Town Council discussed whether or not there should be a joint meeting with the Town Council and Clerk-Treasurer of Griffith to discuss possible cooperation on economies. The idea was favorably greeted. The Clerk-Treasurer indicated that he would contact the Griffith Clerk-Treasurer and solicit times for possible meeting dates agreeable to them and then report back.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, April 26, 2010**, was adjourned at 9:00 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer